PROJECT MANAGER ROLES

The project manager has responsibility for the overall project and its successful completion and is responsible for ensuring objectives, deliverables and timeframes are met. The project manager is the hub of a complex communications network that includes the project sponsor, management, vendors, the project team members and the customer.

GENERAL FUNCTIONS

The project manager:

- Is held accountable for the project by the project sponsor.

- Participates in the project as early as possible.

- Motivates the team to commit to the goals of the project.

- Keeps all the project plan documentation current.

- Implements project policies and procedures.

INITIATION PHASE

The project manager:

- Works with project sponsor and customers to define the project in more detail.

PLANNING PHASE

The project manager:

- Works with management to obtain appropriate resources for project.

- Organizes and holds meetings with project team and sponsor in order to define a detailed project plan that can include risk analysis, communications analysis, and a task list.

- Recommends necessary adjustments to project schedule, time, cost and scope with project sponsor as needed.

- Ensures that all members of the project team understand how their tasks fit into the whole project plan.

- Ensures that the project team agrees to project commitments.

- Works with team to assign tasks in project.

EXECUTION PHASE

The project manager:

- Regularly reviews the project schedule against progress.

- Manages issues in a timely manner as they come up.

- Ensures that all Project documents are updated and signed off as needed.

CLOSING PHASE

The project manager:

- Works with project sponsor and customers to determine whether or not the project can be closed.

- Reviews project with project team and sponsor to find places for improvement and document what worked well.

- Submits all project data to the PMO for archiving.

- Celebrates closure of project with stakeholders and the project team.